

February 3, 2017

Dear SJC Parish School Families,

St. John of the Cross Parish School is currently in the process of planning for the 2017-2018 school year. It is important for us to know the number of students in each grade for next year. To this end, St. John of the Cross Parish School has partnered with InfoSnap. The information collected will update your contact, emergency and other information deemed necessary by the Archdiocese as well as St. John of the Cross Parish School.

You will be receiving an email from InfoSnap with instructions and a special code to register your child(ren). All students currently in school (except current 8th graders) and those who have applied for enrollment in 2017-18 must complete the InfoSnap Registration process. The online Registration must be submitted no later than February 22, 2017.

St. John of the Cross charges a non-refundable \$75.00 registration for all returning students. This fee has been added to your Smart Tuition account for March billing.

Not Returning to SJC?

If your child is not returning to St. John of the Cross Parish School next school year please begin the registration online. It will direct you to the information needed for the transfer. Also once submitted, the \$75.00 registration fee for 2017-18 will be removed from your account. **The online Registration must be submitted no later than February 22, 2017 in order for the fee to be removed.**

Two Households?

In the case of a second household, information should be entered on a single form for both households. **One record per student.**

New students to SJC for 2017-2018

You should have received an acceptance letter for this newly enrolled child. The application fee submitted with your application is being used as the registration fee for this new student. Therefore, there will no additional fee. However please use the InfoSnap Registration to update information for this student. **The online Registration must be submitted no later than February 22, 2017.**

New families for the 2017-2018

You will be asked to enroll with Smart Tuition. Smart Tuition is the third party company which assists us in collecting school tuition and fees. To create a new account, logon to website www.enrollwithsmart.com. You will be able to choose your due date, length of payments & payment method through Smart Tuition. See enclosed flyer. Billing for the 2017-2018 school year will begin in August. **Smart Tuition enrollment and the online Registration must be submitted no later than February 22, 2017.**

Returning school family for 2017-2018

You may wish to review your Smart Tuition account at this time as well. DO NOT CREATE a new account for 2017-18 as your information will be transferred over.

Thank you in advance for your cooperation.

Please contact Valerie Nelson or Jennifer Miller at 708-246-4454 if you have a question.